

MEETING REPORT NO. 28

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PROJECT:    **Town of Needham Downtown Study**  
                  Needham, MA

DATE:            15 April 2008

LOCATION:       Selectmen's Meeting Room  
                  Town Hall

PRESENT:       Downtown Study Committee (DSC)    Jack Cogswell  
   Jerry Wasserman  
   Bob Smart  
   Moe Handel  
   Lee Newman  
   Alexandra Clee  
   Joyce Moss  
   Mark Gluesing  
   Jeanne McKnight  
   Paul Good  
   Martin Batt  
   Bob Hentschel  
   Kathy Lewis

                                 Needham Police Department            Chief Tom Leary  
   Lieutenant John Kramer

                                 Needham Department of Public Works            Rick Merson  
   Tony Del Gaizo

                                 BETA Group (BETA)            Kien Ho

                                 DiNisco Design Partnership (DDP)            Kenneth DiNisco  
   Jon Oxman

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1.    PURPOSE

- 1.1.    The purpose of this meeting was to review street & sidewalk recommendations for the Study Area.

2.    REVIEW OF STREET & SIDEWALK RECOMMENDATIONS

- 2.1.    Ken DiNisco reviewed the Traffic & Pedestrian Circulation Recommendations for the study area. The plan used to document these recommendations includes known upcoming projects in the study area such as phase 1 of the Hospital Expansion and improvements to Memorial Park. See the attached plan and markups. The plan will be revised based on the discussion at this meeting and forwarded to the DSC.

- 2.2. The plan presented is meant to serve as a master plan for coordinating traffic and pedestrian improvements in the study area. It is not a final design. The recommendations shown will require the coordination and approval of private property owners.
3. DISCUSSION:
  - 3.1. Consolidation of Off-Street Parking – The plan identifies several areas throughout the downtown that are opportunities for consolidating off-street parking. Arrows shown between adjacent properties indicate potential consolidation of parking and not traffic circulation.
  - 3.2. Incorporation of Traffic and Pedestrian Circulation Recommendations into New Zoning – Lee Newman suggested that language be included in the new zoning so that projects coming before the Planning Board show that their site plan is consistent with the Traffic & Pedestrian Circulation Recommendations.
  - 3.3. Chestnut Street Reconstruction Project – In response to a question from the DSC regarding the current Chestnut Street reconstruction project, the Town Engineer said that construction documents have been completed and the project is currently out to bid. This project includes Chestnut Street from Marsh Road south to Dover. The Town Engineer has been involved in the preparation of the traffic and sidewalk improvement recommendations presented and the Chestnut Street project incorporates most of these recommendations to the extent possible, given the constraints of required private property owner approvals. At this point it is possible only for minor changes to be made to the Chestnut Street Reconstruction project as designed.
  - 3.4. Communication With Business And Property Owner Stakeholders – Joyce Moss will take the lead in contacting business and property owners to let them know about the traffic and sidewalk recommendations before the plan becomes public at the upcoming Community Workshop.
4. NEXT MEETINGS
  - 4.1. The next meeting of the Downtown Study Committee is scheduled for 7:45 AM on Wednesday 30 April 2008 to review the proposed zoning and design guidelines. This meeting will be in the Selectmen's Meeting Room in Town Hall.
  - 4.2. A Community Workshop will be scheduled in Mid-June, date and location TBD.

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The discussions of this meeting are recorded as understood by the writer. Please advise the writer of any omissions or corrections.



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Jon Oxman AIA  
DiNISCO DESIGN

JAO/

cc: DSC  
Kien Ho  
Kenneth DiNisco  
Richard Rice

Enclosures: Plan: Traffic and Pedestrian Circulation Recommendations (04/15/08) and Presentation Markups  
Memo: Design Guidelines – Table of Contents (04/15/08) and excerpt from 1995 Needham Design Guidelines for Business Districts